



## CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Adopt Resolutions Approving Fiscal Year 2010/11 Mid-year Budget Adjustments  
**MEETING DATE:** February 16, 2011  
**PREPARED BY:** Deputy City Manager

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**RECOMMENDED ACTION:** Adopt resolutions approving Fiscal Year 2010/11 mid-year budget adjustments to:

1. Reallocate existing appropriations within the General Fund;
2. Approve the reorganization of the Electric Utility; and
3. Approve the merger of the Parks and Recreation and Community Center Departments into the Community Services Department

**BACKGROUND INFORMATION:** Staff has presented information to the City Council in Shirtsleeve meetings on January 11 and 25 as well as on February 1, 2011. The meeting of January 11 presented staff estimates of revenues. The meeting of January 25 presented staff estimates of expenses/expenditures. The meeting of February 1 presented proposed re-organizations within the Electric Utility Department and the Parks and Recreation and Community Center Departments.

**General Fund:**


Revenue estimates for the General Fund are slightly lower than projected at initial budget adoption. No budgetary adjustments are proposed for revenue at this time. Overall, revenue estimates are expected to match initial projections, but variances within individual line items are expected. Total General Fund estimated revenue is \$41,321,690.

The primary General Fund revenue sources are property taxes, sales taxes, PILOT and Vehicle License Fees. Combined, these four revenue sources are expected to account for approximately \$28.7 million or almost 70 percent of General Fund revenue. The estimate is about \$117,000 lower than the amount originally budgeted for these accounts. On the bright side, cable franchise fees and State Mandated Cost Reimbursement revenue is higher than budgeted levels, offsetting the lowered revenue estimates above.

Individual department savings and shortages net to a savings against budget of approximately \$65,000 in the General Fund. It is recommended that Council re-allocate projected savings to departments expected to go over budget as noted in the table below, while retaining a net savings in the fund of \$65,000.

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APPROVED:

  
Konradt Bartlam, City Manager

<b>Department</b>	<b>Increase / (Decrease) Appropriations</b>
City Clerk	\$4,000
City Manager	\$13,200
City Attorney	\$1,700
Internal Services	\$37,200
Fire Department	\$36,000
Non-Departmental	(\$75,000)
Public Works	(\$14,700)
Police	(\$2,400)
<b>Net Change</b>	<b>(\$0)</b>

#### **Reorganization of the Electric Utility Department:**

Staff has analyzed the operations of the Electric Utility Department and is recommending a number of steps be taken to reorganize the department. The sum of the steps will result in current year savings of approximately \$123,000 and annualized savings of about \$476,000.

Expected results of the proposed reorganization are to avoid rate increases that would otherwise be needed to pay for previously negotiated contract increases. The reorganization will reduce the fixed costs of the utility in the current year and in future years. The City is seeing reduced revenue to the utility as a result of a sluggish economy coupled with mild weather and the impacts of reduced consumption of energy due to energy efficiency measures taken by customers. While 'flattening' the organization will result in more direct reports to the Director, it will provide for more direct management involvement in the organization and lead to a more responsive organization and a higher value to the customers. It should be noted that the reorganization will not affect the number of staff in the field maintaining the system or responding to customer needs.

The savings to the ratepayers will be brought about by the elimination of five positions. The Director currently has two Assistant Director positions that report directly to her. The reorganization proposes to eliminate these two positions and distribute the duties of these positions to other staff. One of these positions is currently vacant while the other position is filled. The incumbent in the filled position has rights to displace the Senior Power Engineer.

One Meter Reader position, one Administrative Clerk position and one Energy Specialist position will also be eliminated under the proposed reorganization. The City has moved steadily toward automating the meter reading function and, as a result, finds that it does not need this full-time Meter Reader position. Meter reading will continue to be accomplished by the remaining Meter Reader supported by part-time staff.

The Department has reviewed its clerical needs and cannot justify keeping its current level of staff. Staff is recommending one Administrative Clerk position be eliminated. With the reduction in new development, the department no longer has sufficient workload. The individual holding this position has the right to displace an Administrative Clerk elsewhere in the City organization.

The Energy Specialist position has historically handled in-home energy audits. Demand for such services has dwindled significantly since an on-line tool has been in place for this service. The staff person has been assisting with the implementation of the electronic read meters project. That project is coming to a close and there are not other duties that are appropriate for this position. Therefore, this position is being eliminated. The incumbent does not have 'bumping rights' to any other City position.

In an effort to provide an opportunity for continued City employment, the City has invited the Administrative Clerk and Energy Specialist to compete for vacant Customer Service Representative jobs that are open in the Finance Division of the Internal Services Department.

Additional position and salary changes that are recommended under this reorganization include:

- Reclassify Principal Resource Planner to Rates and Resources Manager
  - The Principal Resource Planner is assuming a number of the duties formerly performed by an Assistant Director, thereby necessitating the reclassification.
  - Top step salary for the Principal Resource Planner is \$8,199 per month. Proposed top step salary for the Rates and Resources Manager is \$10,000 per month, an increase of \$21,612 annually.
- Reclassify Substation and Meter Superintendent to Electric Operations Superintendent
  - The Substation and Meter Superintendent is assuming a number of duties formerly performed by an Assistant Director and some duties performed by the Utility Operations Supervisor, thereby necessitating the reclassification.
  - The City has been unsuccessful in recruiting for the Substation and Meter Superintendent at the current salary.
  - Top step salary for the Substation and Meter Superintendent is \$8,941 per month. Proposed top step salary for the Electric Operations Superintendent is \$10,000 per month, an increase of \$12,708 annually.
- Reclassify Utility Operation Supervisor to SCADA Technician
  - The Utility Operations Supervisor is transferring supervisory duties to the Electric Operations Superintendent, thereby necessitating a reclassification.
  - The remaining duties of the position are primarily technical duties related to operating and maintaining the Utility's Supervisory Control And Data Acquisition (SCADA) system. The SCADA system is the operating system for the utility.
  - Top step salary of the Utility Operations Supervisor is \$9,414 per month. Proposed top step of the SCADA Technician is \$7,068 per month, a savings of \$28,152 annually.
- Reclassify Electrical Technician to Senior Electrical Technician
  - The Utility has a vacant Electrical Technician position that it has been unable to fill. In reviewing the Utility's needs, it has been determined that a Senior Electrical Technician skill set and position are needed.
  - Top step salary for the Electrical Technician is \$7,422 per month. Proposed top step salary for the Senior Electrical Technician is \$8,164 per month, an increase of \$8,904 annually.

With regard to this reorganization, staff recommends the Council approve the attached resolution which confirms the position changes and sets salary ranges for the new position classifications.

All position changes are recommended to be effective February 21, 2011.

### **Merger of Park and Recreation and Community Center Departments**

Prior to 2008, the Parks and Recreation and Community Center departments operated as stand-alone departments with separate and distinct leadership, administrative and operating functions. For the past two and a half years, these departments have functioned under a single individual, who was the permanent Community Center Director and Interim Director of Parks and Recreation. In this timeframe, many steps have been taken to streamline both operations and leverage synergies where they existed. The proposed merger would complete this process and create the Community Services Department.

The merged department will create operational efficiencies. The merged department will be able to take advantage of common marketing tools and strategies and allow customers to register for events at multiple sites. Also, the merged department will eliminate competition between the separate departments for the same program funding. Further, it is expected that a more efficient use of facilities will occur as a variety of functions are programmed into common space. Finally, staffing efficiencies will result from the Parks Division assuming responsibility for grounds maintenance at Hutchins Street Square.

The merger is expected to result in savings of about \$20,800 for the balance of the current fiscal year. Annualized cost reductions are expected to be about \$106,300.

The merger has been discussed with the **BOBS**, Hutchins Street Square Foundation, Lodi Arts Foundation and the Recreation Commission. No objections to the merger have been raised from these groups that have not been taken into account in our recommendations.

The merger will result in a number of position changes as detailed below.

The merger will result in a single director position over the merged department. The existing Parks and Recreation Director and Community Center Director positions will be merged into a new Community Services Director position. A job description will be created for the new position. Additionally, an amended employment agreement with the current director will be brought forward at a future Council meeting.

The current Arts and Events Manager position is proposed to be reclassified to Community Center Manager. This reclassified position will assume certain duties that had been performed by the Director and will function as the division head for the Community Center. In conjunction with this reclassification, a salary adjustment is proposed that will increase the salary for this position from \$5,412 per month at the top step of the Arts and Events Manager to \$5,953 per month at the top step for the Community Center Manager.

A Program Coordinator position will move from the Community Center to the Recreation Division. This move recognizes that many of the functions of this position are more aligned with Recreation programs and places the position with similar functioning staff.

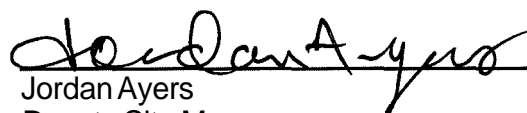
The Parks Project Coordinator position will move from the Parks Division to department administration and become a direct report to the Director. This will enable the Projects Coordinator position to have more of a department-wide view and benefit the merged departments.

Finally, the Aquatics Coordinator position is recommended to be reduced from a full-time position to a part-time position. The incumbent will retain City employment in a part-time capacity, if **so** desired.

Staff recommends the Council approve the attached resolution which approves the merger of the Parks and Recreation Department with the Community Center Department, thereby creating the Community Services Department. The attached resolution also confirms the position changes and sets the salary range for the new position classification.

**FISCAL IMPACT:**     **General Fund:** No net change to revenues or appropriation.  
                              **Electric Utility:** Net reduction of five full-time positions with savings for the remainder of the current fiscal year of about \$123,000.  
                              **Community Services Department:** Net reduction of one full-time position with savings for the remainder of the current fiscal year of \$20,800.

**FUNDING AVAILABLE:**     Not Applicable.

  
Jordan Ayers  
Deputy City Manager

1. AA# \_\_\_\_\_  
2. JV# \_\_\_\_\_

**CITY OF LODI**  
**APPROPRIATION ADJUSTMENT REQUEST**

TO: Internal Services Dept. - Budget Division  
3. FROM: Susan Bjork, Supervising Budget Analyst 5. DATE: 02/16/2011  
4. DEPARTMENT/DIVISION: Internal Services/Budget Division

**6. REQUEST ADJUSTMENT OF APPROPRIATION AS LISTED BELOW**

	FUND#	BUS. UNIT#	ACCOUNT#	ACCOUNT TITLE	AMOUNT
A. SOURCE OF FINANCING	100	100243	7211	City Wide Utilities	\$ 35,000.00
	100	100241	7313	Non-Departmental Services	\$ 8,000.00
	100	100241	7323	Non-Departmental Services	\$ 8,000.00
	100	100246	7330	Digital Infra & Video	\$ 24,000.00
	100	103021	7188	P.W. Engineering	\$ 14,700.00
	100	101031	7101	Police Administration	\$ 2,400.00
B. USE OF FINANCING	100	100102	7323	Elections	\$ 4,000.00
	100	100401	7101	City Manager	\$ 13,200.00
	100	100351	7101	City Attorney	\$ 1,700.00
	100	100421	7101	Budget/Treasury	\$ 11,600.00
	100	100505	7112	Finance Revenue	\$ 25,600.00
	100	102012	7102	Fire Emergency Operations	\$ 36,000.00

**7. REQUEST IS MADE TO FUND THE FOLLOWING PROJECT NOT INCLUDED IN THE CURRENT BUDGET**

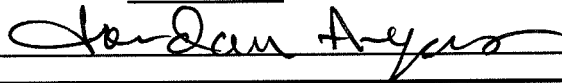
Please provide a description of the project, the total cost of the project, as well as justification for the requested adjustment. If you need more space, use an additional sheet and attach to this form.

Mid-year budget appropriation adjustments

If Council has authorized the appropriation adjustment, complete the following:

Meeting Date: 02/16/2011 Res No: \_\_\_\_\_ Attach copy of resolution to this form.

Department Head Signature: \_\_\_\_\_



**8. APPROVAL SIGNATURES**

Deputy City Manager/Internal Services Manager

Date

Submit completed form to the Budget Division with any required documentation.  
Final approval will be provided in electronic copy format.

RESOLUTION NO. 2011-22

A RESOLUTION OF THE LODI CITY COUNCIL AMENDING THE  
CITY OF LODI FINANCIAL PLAN AND BUDGET FOR THE FISCAL  
YEAR BEGINNING JULY 1, 2010 AND ENDING JUNE 30, 2011

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WHEREAS, the City Council adopted a balanced Financial Plan and Budget for Fiscal Year 2010/11 on June 2, 2010; and

WHEREAS, the adopted 2010/11 Financial Plan and Budget was prepared in accordance with the City Council's goals, budget assumptions, and policies; and

WHEREAS, revisions to the adopted 2010/11 Financial Plan and Budget are necessary to address operating changes and expenditure estimates.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi does hereby revise the adopted 2010/11 Financial Plan and Budget as follows:

1. Approve the reallocation of General Fund appropriations as noted in the table below and on the attached Appropriation Adjustment form:

Department	Increase / (Decrease) Appropriations
City Clerk	\$4,000
City Manager	\$13,200
City Attorney	\$1,700
Internal Services	\$37,200
Fire Department	\$36,000
Non-Departmental	(\$75,000)
Public Works	(\$14,700)
Police	(\$2,400)

Dated: February 16, 2011

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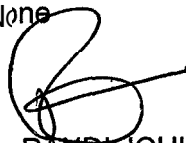
I hereby certify that Resolution No. 2011-22 as passed and adopted by the City Council of the City of Lodi in a regular meeting held February 16, 2011, by the following votes:

AYES: COUNCIL MEMBERS – Hansen, Katzakian, and Mayor Johnson

NOES: COUNCIL MEMBERS – Mounce and Nakanishi

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk

RESOLUTION NO. 2011-23

A RESOLUTION OF THE LODI CITY COUNCIL APPROVING  
THE MERGER OF THE PARKS AND RECREATION AND  
COMMUNITY CENTER DEPARTMENTS

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WHEREAS, the City has operated with separate Parks and Recreation and Community Center Departments; and

WHEREAS, these departments have operated for the past two and one-half years with a common department head who was the permanent Community Center Director and the Interim Parks and Recreation Director; and

WHEREAS, many steps have been taken to streamline the operations of both departments; and

WHEREAS, merging the departments will create operational efficiencies; and

WHEREAS, the merger will result in a number of position changes, including the elimination of one full-time position; and

WHEREAS, the reorganization will result in savings for the balance of fiscal year 2010/11 of about \$20,800 and annualized savings of about \$106,300.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the merger of the Parks and Recreation and Community Center Departments; and

BE IT FURTHER RESOLVED that the Lodi City Council does hereby approve the position changes resulting from the merger as follows:

1. Approve the elimination of one Aquatics Coordinator position.
2. Approve the reclassification of the Arts and Events Manager to Community Center Manager and approve the salary schedule as follows:

A	B	C	D	E
4,897.43	5,142.30	5,399.42	5,669.39	5,952.85

3. Implement all position changes above effective February 21, 2011.

Dated: February 16, 2011

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I hereby certify that Resolution No. 2011-23 was passed and adopted by the City Council of the City of Lodi in a regular meeting held February 16, 2011, by the following votes:

AYES: COUNCIL MEMBERS – Hansen, Katzakian, and Mayor Johnson

NOES: COUNCIL MEMBERS – Mounce and Nakanishi

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk

RESOLUTION NO. 2011-24

A RESOLUTION OF THE LODI CITY  
COUNCIL REORGANIZING THE ELECTRIC  
UTILITY DEPARTMENT

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WHEREAS, staff has analyzed the operations of the Electric Utility Department and recommends a reorganization of the department; and

WHEREAS, staff presented the detail of the reorganization at a Shirtsleeve meeting of the City Council on February 1, 2011; and

WHEREAS, the reorganization will allow the City to avoid rate increases that would otherwise be necessary due to previously negotiated contract increases; and

WHEREAS, the reorganization will result in a "flatter" and more customer responsive organization; and

WHEREAS, the reorganization will require the elimination of five positions; and

WHEREAS, the reorganization will result in savings for the balance of fiscal year 2010/11 of about \$123,000 and annualized savings of about \$476,000.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lodi does hereby approve the reorganization of the Electric Utility Department as follows:

1. Approve the elimination of two Assistant Director positions, one Meter Reader position, one Administrative Clerk position, and one Energy Specialist position.
2. Approve the reclassification of the Principal Resource Planner to Rates and Resource Manager and approve the salary schedule as follows:

A	B	C	D	E
8,227.03	8,638.38	9,070.30	9,523.81	10,000.00

3. Approve the reclassification of the Substation and Meter Superintendent to Electric Operations Superintendent and approve the salary schedule as follows:

Electric Operations Superintendent

A	B	C	D	E
8,227.03	8,638.38	9,070.30	9,523.81	10,000.00



4. Approve the reclassification of the Utility Operations Supervisor to SCADA Technician and approve the salary schedule as follows:

A	B	C	D	E
5,815.26	6,106.02	6,411.32	6,731.89	7,068.48

5. Approve the reclassification of one Electrical Technician to Senior Electrical Technician and approve the salary schedule as follows:

A	B	C	D	E
6,716.86	7,052.71	7,405.34	7,775.61	8,164.39

6. Implement all position changes above effective February 21, 2011.

Dated: February 16, 2011

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I hereby certify that Resolution No. 2011-24 as passed and adopted by the City Council of the City of Lodi in a regular meeting held February 16, 2011, by the following votes:

AYES: COUNCIL MEMBERS – Hansen, Katzakian, and  
Mayor Johnson

NOES: COUNCIL MEMBERS – Mounce and Nakanishi

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None

  
RANDI JOHL  
City Clerk



# 2010/11 Mid-Year Budget Review

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City Council Meeting  
February 16, 2011



# Economic Climate

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- City revenues holding their own
  - Property values relatively stable
  - Foreclosures lower than surrounding areas
  - Unemployment tracks State, not San Joaquin County
  - Sales tax lower than estimates



# General Fund

	Audited 2009-10 Actuals	2010-11 Budget	Estimated 2010-11 Actuals	Budget to Est Actuals Variance \$
<b>General Fund</b>				
<u>Fund Balance</u>				
Beginning Fund Balance Unreserved	3,383,191	3,831,962	3,896,576	64,614
Revenues	40,547,920	41,321,750	41,321,690	(60)
Expenditures	40,034,535	41,321,750	41,256,838	(64,912)
Net Difference (Revenues Less Expenditures)	513,385	-	64,852	64,852
<u>Fund Balance</u>				
Ending Fund Balance Unreserved	<u>3,896,576</u>	<u>3,831,962</u>	<u>3,961,428</u>	<u>129,466</u>



# General Fund Bright Spots

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- In Lieu Vehicle License Fee +\$66,785
- Cable TV Franchise +\$66,135
- State Mandates SB90 +\$62,000
- Late Payments-Utilities +\$50,000



# General Fund Detractors

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■ Sales and Use Tax	-\$179,240
■ Gas Franchise	-\$45,000
■ Strike Team Reimb	-\$45,000
■ Police training-POST	-\$35,000



# Departmental Variances

Division	2010/11 Budget	2010/11 Estimated	Over /(Under) Budget
City Clerk	\$606,100	\$610,057	\$3,957
City Manager	564,600	577,723	13,123
Economic Development	504,050	502,996	(1,054)
City Attorney	468,150	469,790	1,640
Internal Services	3,411,600	3,448,792	37,192
Non-Departmental	6,669,030	6,593,612	(75,418)
Police Department	15,970,480	15,905,896	(64,584)
Fire Department	9,125,280	9,161,201	35,921
Public Works Department	1,709,690	1,694,973	(14,717)
Parks Department	2,292,770	2,291,798	(972)
Grand Total	\$41,321,750	\$41,256,838	(\$64,912)



# General Fund Departments

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- City Manager (\$13,123 over budget)
  - Increased costs for City Manager
- Internal Services (\$37,123 over budget)
  - Increased medical costs and retro pay
- Non-Departmental (\$75,418 savings)
  - Savings in Utilities, DIVCA and projected inventory write-off





# General Fund Departments

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- Police (\$64,584 savings)
  - Savings from POST training reductions
  - Savings from duplicated budget amounts
  - Savings from Chief vacancy offset by retiree payouts and increased Overtime



# General Fund Departments

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- Fire (\$35,921 over budget)
  - Savings from fewer Strike Team call-outs
  - Savings from duplicated budget amounts
  - Increased costs associated with retirements and Battalion Chief Overtime
- Public Works (\$14,717 savings)
  - Savings from increased reimbursements of staff costs from the utilities



# General Fund Reallocations

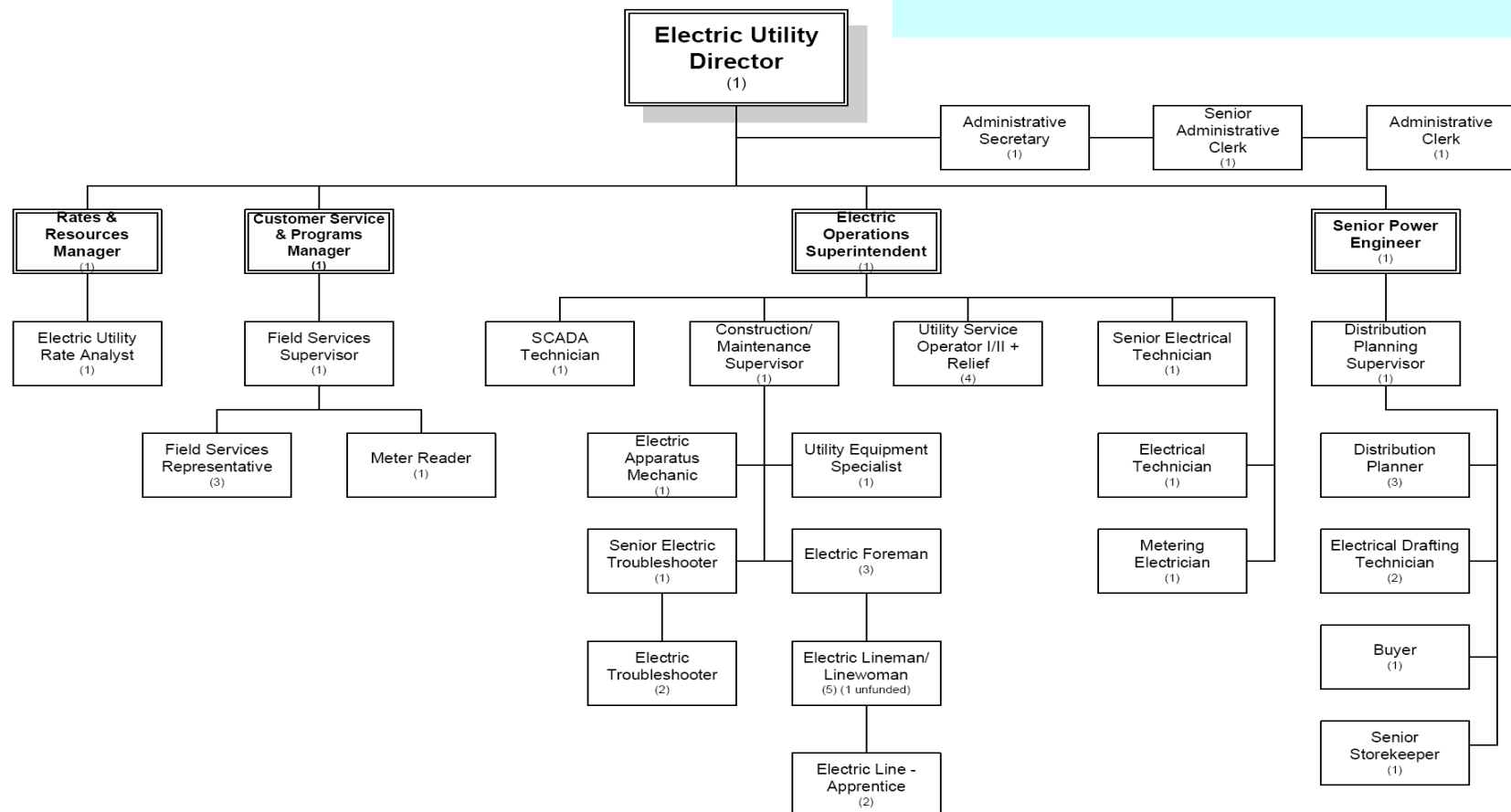
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- Approve reallocation of existing appropriations

Department	Increase / (Decrease) Appropriations
City Clerk	\$4,000
City Manager	\$13,200
City Attorney	\$1,700
Internal Services	\$37,200
Fire Department	\$36,000
Non-Departmental	(\$75,000)
Public Works	(\$14,700)
Police	(\$2,400)
<b>Net Change</b>	<b>\$0</b>

# Electric Utility Reorganization- Proposed Organization Chart

46 Positions





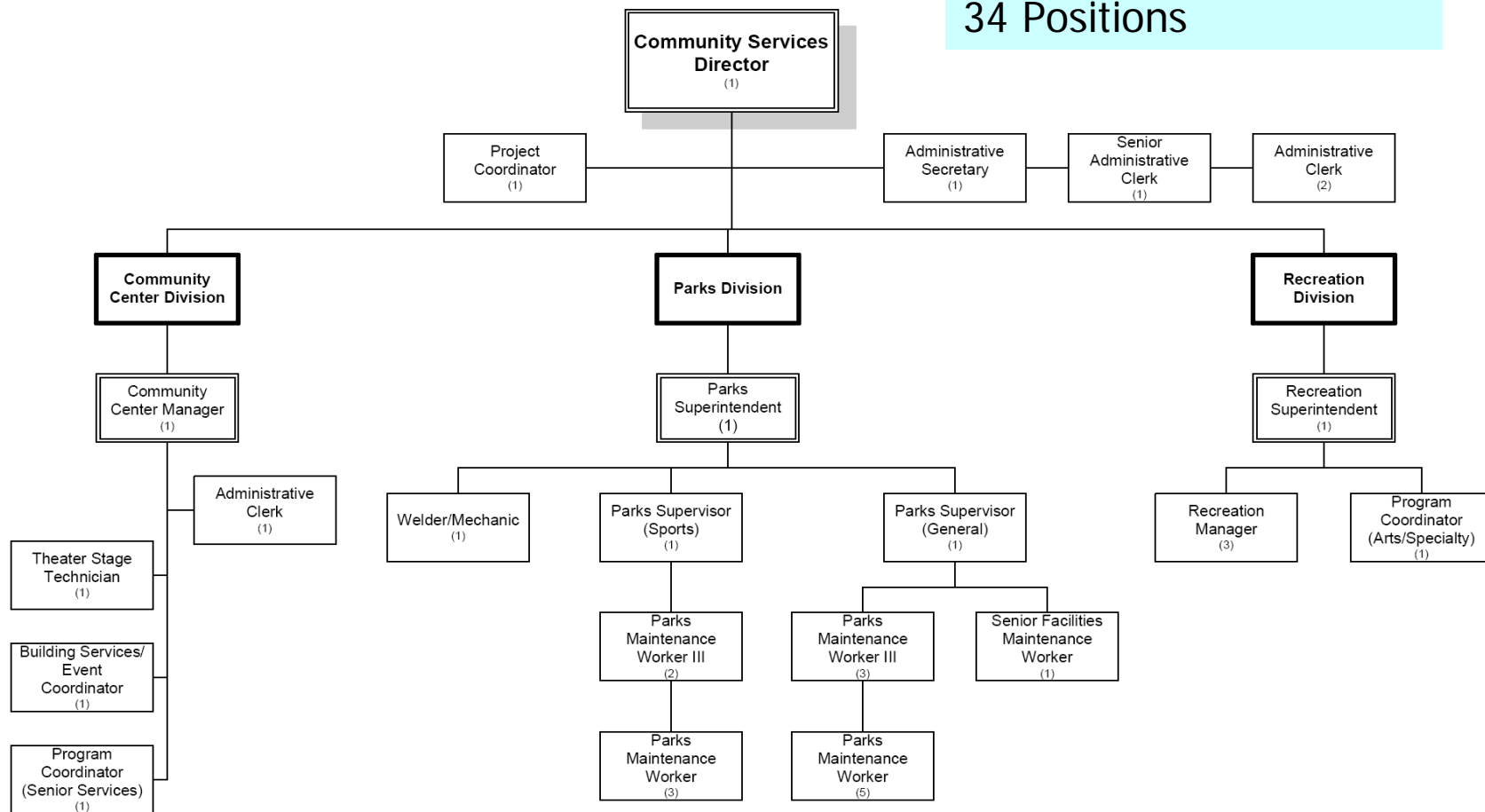
# Summary of Position Changes

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- Eliminate two Assistant Director positions
- Four divisions report directly to Electric Utility Director
- Eliminate Meter Reader, Administrative Clerk, Energy Specialist
- Reclassify Principal Resource Planner to Rates & Resources Manager
- Reclassify Substation and Meter Superintendent to Electric Operations Superintendent
- Reclassify Utility Operations Supervisor to SCADA Technician
- Reclassify Electrical Technician to Senior Electrical Technician

# Parks/Recreation/Community Center Merger

34 Positions





# Summary of Position Changes

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- Arts & Events Coordinator reclassified to Community Center Manager (Division head)
- Program Coordinator from Community Center to Recreation Division
- Parks Project Coordinator from Parks to Department Administration
- Aquatics Coordinator reduced to part-time



# Summary

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- Approve reallocation of existing appropriations within General Fund
- Approve reorganization of Electric Utility
- Approve creation of Community Services Department by merging Parks and Recreation and Community Center Departments





Questions?

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## Contents;

- 1. Part time Aquatics Coordinator job description as per Grace Malson (Parks and Recreation Recreation Manager) on Feb. 10,2011.**
- 2. Breakdown of proposed part time schedule. (1040hrs. per year.)**
- 3. Hutchins Street Square Pool schedule.**
- 4. Fees for specialized trainings if contracted out**

Kim-year round and HSS expectations

\*this is in addition to the Aquatic Coordinator job description\*

1. Show up for work on time
2. Notify supervisor if you are to be late or are sick
3. Oversee daily operations
4. Daily Deposits
5. Double check timecards before turning in to me
6. HSS Staff Schedule
7. Lifeguard breaks
8. Monthly budget reports
9. Report maintenance issues to the maintenance department and myself
10. Teach Red Cross classes
11. In-service trainings
12. Pre-season in-service trainings
13. Monthly reports to Arthritis Foundation
14. Turn in Red Cross Reports (as needed)
15. Post any announcements, as needed
16. Train/schedule/oversee volunteers
17. Send new program information to me
18. Teach CPR/FA within City of Lodi when needed

Summer expectations (along with above)

1. Schedule staff for private parties
2. Supervise staff at Blakely and Lake (times/days TBA)
3. Bi-weekly in-service trainings
4. Supervise morning or evening lessons
5. Employee evaluation (mid-June and mid-July)
6. Head staff meeting every 2 weeks.

### Aquatic Coordinator Duties per City of Lodi Human Resources

- Responsible for the development, implementation, coordination and direction of a broad range of aquatics programs and services
- Provides lifeguard services, trains and directs lifeguards
- provides oversight in the care and maintenance of the pool facility
- Proposes and coordinates programs and events in coordination with higher level personnel
- Schedules, organizes, and implements programs and activities for a variety of age groups and/or interests
- Develops, recommends, and implements goals, objectives, and policies relevant to programs and operations
- Supervises staff responsible for providing aquatic programs and related services, prioritizes and reviews work, evaluates employee performance, and provides technical guidance and training
- Assists in recruiting, hiring, and scheduling
- Assists in coordinating certification process of all aquatics staff to ensure that activities meet with applicable local and state requirements
- Researches and prepares various narrative and statistical reports, spreadsheets, publicity materials, forms, correspondence, memoranda, lists, rosters and schedules
- Prepares and edits brochures, flyers and pamphlets
- Assists with program budgets
- Prepares billing and account statements
- Purchases/requisitions supplies and equipment
- Performs lifeguard duties
- Conducts health and safety training
- Assists in the installation and removal of pool covers/lane lines
- Acts as liaison between participants/advocacy groups/outside agencies and programs
- Maintains communication with participants and related groups
- Receives complaints/comments, presents alternatives and implements solutions
- Actively works with customer problems to ensure the greatest level of satisfaction within policies and procedures
- Ensures and participates in maintaining the pool as an attractive, clean and safe environment
- Performs other duties related to the operation of the department and the City including additional duties that enable the department and City to meet the diverse needs of its community.

### Additional duties

- Class instruction and training
- Staff schedule
- Timecards
- Filling in as Aquatic Fitness Instructor or LG needed.
- Program development
- Using Outlook-Must be scheduling daily assignments
- Timecard-Balance schedule. No overtime unless approved
- Under direction and approval of Recreation Manager may you be requested to represent program at professional meetings.

## Tasks for Aquatic Coordinator

*Note: **This** is not all tasks but a good overview*

### Daily Tasks

- Supervising staff at Hutchins Street Square, Blakely Pool, Tokay High, Lodi High, and Lodi Lake.
- Supervising swim lessons to make sure standards are being met
- Insure facility is operating according to proper protocol
- Continuously training staff in customer service and safety procedures

### Weekly/Biweekly Tasks

- Scheduling
- Planning, preparing, and running in-service trainings. Topics for in-services include:
  - o Rules and protocol/procedure
  - o Swim testing
  - o Rescue skills
  - o CPR
  - o First Aid
  - o 4<sup>th</sup> of July
  - o Swim Lessons
  - o Etc.
- Initialing timecards to insure proper hours are being recorded and double checking with the official timecard **and** the punch time clock.

### Once a Season

- Help with interviewing new L.G.'s and S.I.'s
- Plan, Prepare, Train for the 4<sup>th</sup> of July
- Completing employee evaluations
- Revising Aquatic Manual
- End of the year duties: collection keys, inventory, cleaning and organizing facility, etc.

### Miscellaneous

- Handling employee issues/problems as they arise
- Schedule staff for Private Parties
- Help coordinate special activities at either the lake or pool
- Handling upset customers and answering patron questions about facility rules, operations, and rentals
- Updating materials as needed
- Checking facilities for repairs/safety hazards

Allotted hours a year to work 1040<sup>v</sup>

Proposed Part time Aquatics Coordinator  
schedule per Grace Malson on 2/10/2011.

Mid Sept-April 23-27 hrs. per week. =690 hrs.  
May-mid Sept. 40 hrs. per week. =720 hrs  
Total hrs. =1410 hrs.

# HUTCHINS STREET SQUARE

125 S. Hutchins Street

Lodi, CA 95240

## 2010-2011 Pool Schedule

Aquatics Coordinator Kim McClelland (209) 333-6800 Ext. 2041

Swimming Pool (209)333-5510 or (209) 369-6921

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
Lap Swim 6:00-7:50 AM	Lap Swim 6:00-7:50 AM	Lap Swim 6:00-7:50 AM	Lap Swim 6:00-7:50AM	Lap Swim 6:00-7:50 AM	Lap Swim 6:00-7:50 AM
Conditioning 8:00-8:55 AM 9:00-9:55 AM	Conditioning 8:00-8:55 AM 9:00-9:55 AM	Conditioning 8:00-8:55 AM 9:00-9:55 AM	Conditioning 8:00-8:55 <b>AM</b> 9:00-9:55 AM	Conditioning 8:00-8:55 AM 9:00-9:55 AM	Conditioning 8:00-8:55 AM
Seniors/Disabled 10:00-11:30 AM (lane ropes)	Seniors/Disabled 10:00-11:30 AM (no lane ropes)	Seniors/Disabled 10:00-11:30 AM (lane ropes)	Seniors/Disabled 10:00-11:30 <b>AM</b> (no lane ropes)	Seniors/Disabled 10:00-11:30 AM (lane ropes)	Cardio Challenge 900-1000AM
Lap Swim 1:30-12:45 PM	Lap Swim 11:30-12:45 <b>PM</b>	Lap Swim 11:30-12:45 PM	Lap Swim 11:30-12:45 PM	Lap Swim 11:30-12:45 PM	Don't miss... Baby and <b>Me!</b> 10:00-11:00 AM
Camp Hutchins 1:00-2:00 PM (Not open to public)		Camp Hutchins 1:00-2:00 PM (Not open to public)		Camp Hutchins 1:00-2:00 PM (Not open to public)	Swim Lessons 10:00-11:00 AM
Arthritis 2:00-2:45 PM		Arthritis 2:00-2:45 PM		Arthritis 2:00-2:45 PM	Family Swim 11:00-2:00 PM
Conditioning 3:00-3:55 PM		Conditioning 3:00-3:55 PM		Conditioning 3:00-3:55 PM	
Family Swim 4:00-4:55 PM	Arthritis 4:15-5:00 PM	Family Swim 4:00-4:55 PM	Arthritis 4:15-5:00 PM	Family <b>Swim</b> 4:00-9:00 PM	
Conditioning 5:00-5:55 PM	Fluid Moves 5:10-5:50 PM	Conditioning 5:00-5:55 PM	Fluid Moves 5:10-5:50 PM		
Cardio Challenge 6:00-7:00 PM	Cardio Challenge 6:00-7:00 PM	Cardio Challenge 6:00-7:00 PM	Cardio Challenge 6:00-7:00 PM		
Lap Swim 7:00-7:55 PM	Swim Lessons 6:00-7:30 PM	Lap Swim 7:00-7:55 PM	Swim Lessons 6:00-7:30 PM		

PLEASE... in order to maintain a quality program and for **the** consideration of **others** we kindly ask that you participate in **the** class or activity **you** are attending.

*The pool temperature is 84-88 degrees as recommended by the Arthritis Foundation,*

## AQUATIC FITNESS CLASS DESCRIPTIONS

(No registration required for fitness classes or Baby & Me.)

<p><b>ARTHRITIS:</b> 45 minutes of NO IMPACT exercises to meet the physical needs of those with arthritis, recovering from injuries or surgery and also appropriate for anyone new to exercise. Instructors are trained and certified by the Arthritis Foundation,</p>
<p><b>CONDITIONING</b> Learn all the basic moves and how to safely use the equipment during this moderate 55 minute work-out. Grow in your experience through the various modifications to improve balance and flexibility. A perfect class for those of all fitness levels and ages.</p>
<p><b>CARDIO CHALLENGE</b> A high intensity work-out for the aerobically fit individual looking for the right combination of cardiovascular, muscle strengthening and overall endurance training, Guaranteed to leave you breathless!</p>
<p><b><u>NEW!</u></b> Begins January 4, 2011. <b><u>FLUID MOVES!</u></b> A combination of Yoga, Tai Chi and Pilates are a relaxing yet effective way to tone muscles, improve flexibility and relieve stress.</p>
<p><b>BABY &amp; ME:</b> 0-4 and their guardian will adjust to the water in a safe, fun atmosphere. Instructors share teaching techniques to make this new experience a happy one. (\$8 per class.)</p>
<p>REGISTRATION FOR <b>SWIM LESSONS, LIFEGUARD TRAINING &amp; BASIC WATER RESCUE</b>  <a href="http://www.lodiarts.org">www.lodiarts.org</a> or in person at Hutchins Street Square <u>Division of Arts and Culture</u> 125 S. Hutchins St. Lodi OR Parks and Recreation 125 N. Stockton St. Lodi</p>
<p><b>PRIVATE POOL RENTALS:</b> (209) 333-6800 Ext. 2452</p>
<p><b>CPR REGISTRATION &amp; RECERTIFICATIONS OR INFORMATION ON POOL PARTIES DURING OPERATING HOURS:</b> (209) 369-6921 OR contact Aquatics Coordinator,</p>

### POOL RULES

- PLEASE shower prior to entering pool.
- Swim caps required for all swimmers.
- For your safety, bring CLEAN aqua shoes for use in the pool and shower.
- Children 12 years and younger must be accompanied by a responsible adult.
- Children attending classes must be accompanied by an adult and actively participating in class.
- PLEASE...NO PERFUMES OR COLOGNE.

### POOL USE FEES

<b>60+/Permanently Disabled/Children 2-17:</b>	<b>\$2.50 per day</b>
	<b>\$25 for 15 visit pass.</b>
<b>Adults! 18-59:</b>	<b>\$3.75 per day</b>
	<b>\$43 for 15 visit pass.</b>

(Passes need not be purchased in advance. A volunteer or lifeguard will be happy to help you prior to your first class.)

**Average fees for Specialized Training and  
certifications. (American Red Cross)**

**Lifeguard Training w/Title 22 first aid. \$200**  
(expires 3 yrs.)                      **Renew cost= \$75**

**Waterfront lifeguard (Lodi Lake) 3 yr. \$70**  
**CPRFPR (expires each year) \$45**

(City of Lodi Staff of approx. 35 lifeguards.)

**CPR for the workplace (2 yr. exp.) \$45**

Certified approx. 70 City employees from different departments.

Monthly class offers training to the public for a fee.)

**First Aid Basics (3 yr.) \$45**

Certify LMH Adult Day Care staff every 3 years.

• **Basic Water Rescue (exp. 3 yrs.) \$35**

Certified LMH PT's each year to meet state requirements.

Certified Camp Hutchins staff to meet state requirements.

**Aquatic Fitness Instructor Training yr. \$500**

Train HSS Instructor Staff for yr. round Aquatic Exercise program.

**Arthritis Instructor training 2yr. \$150**

Must keep training standards! and certs. Current for Arthritis program.